

MPB Human Resources

EEO Public File Report
Mississippi Public Broadcasting
January 23, 2009 – January 22, 2010

Filled Positions

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Project Technician	02/01/09	Agency Job Posting (MPB)	3	Agency Job Posting
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Videographer Editor	04/01/09	Agency Job Posting (MPB)	0	
		Agency Website	1	
		SPB Website	3	SPB Website
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Videographer Editor	05/18/09	Agency Job Posting (MPB)	0	
		Agency Website	1	
		SPB Website	3	SPB Website
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Staff Officer II	06/01/09	Agency Job Posting (MPB)	1	Agency Job Posting (MPB)
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Videographer Editor	07/27/09	Agency Job Posting (MPB)	0	
		Agency Website	1	Agency Website
		SPB Website	0	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Executive Director	08/01/09	Agency Website	2	Agency Website
		CPB Website	1	
		<i>The Clarion-Ledger</i>	0	
		<i>Current</i>	1	
		MAB Website	0	
		PBS Connect	0	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Graphic Arts Spec II	08/03/09	Agency Job Posting (MPB)	0	
		Agency Website	1	
		Alcorn State Univ.	0	
		Belhaven College	0	
		<i>The Clarion-Ledger</i>	0	
		CPB Website	0	

		Employ. Security Comm.	0	
		Employ. Security Comm. Job Bank	0	
		Hinds Comm. College	0	
		HCC Website	0	
		Jackson State Univ.	0	
		JSU Univ. Center	0	
		MAB Website	0	
		Millsaps College	0	
		<i>Mississippi Link</i>	0	
		Mississippi State Univ.	0	
		Mississippi Univ. for Women	0	
		NAACP State Office	0	
		National NAACP State Office	0	
		PBS Connect	0	
		SBE Website	0	
		SPB Website	3	SPB Website
		Tougaloo College	0	
		Tulane University	0	
		Univ. of Mississippi	0	
		Univ. of Southern Mississippi	0	
		Urban League of Jackson	0	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Division Director I	09/01/09	Agency Job Posting (MPB)	2	Agency Job Posting
		Agency Website	7	
		Alcorn State Univ.	0	
		Belhaven College	0	
		<i>The Clarion-Ledger</i>	0	
		CPB Website	0	
		Employ. Security Comm.	0	
		Employ. Security Comm. Job Bank	0	
		Hinds Comm. College	0	
		HCC Website	0	
		Jackson State Univ.	0	
		JSU Univ. Center	0	
		MAB Website	0	
		Millsaps College	0	
		Mississippi College	0	
		<i>Mississippi Link</i>	0	
		Mississippi State Univ.	0	
		Mississippi Univ. for Women	0	
		NAACP State Office	0	
		National NAACP State Office	0	
		PBS Connect	0	
		Tougaloo College	0	
		Univ. of Mississippi	0	
		Univ. of Southern Mississippi	0	

		Urban League of Jackson	0	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Administrative Asst IV	09/16/09	Agency Job Posting (MPB)	1	Agency Job Posting
		Agency Website	2	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Systems Administrator II	10/01/09	Agency Job Posting (MPB)	5	Agency Job Posting
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Projects Officer III, Sp	10/12/09	Agency Job Posting (MPB)	0	
		Agency Website	0	
		Alcorn State Univ.	0	
		Belhaven College	0	
		The Clarion-Ledger	0	
		CPB Website	0	
		Employ. Security Comm.	0	
		Employ. Security Comm. Job Bank	0	
		Hinds Comm. College	0	
		HCC Website	0	
		Jackson State Univ.	0	
		JSU Univ. Center	0	
		MAB Website	0	
		Millsaps College	0	
		Mississippi College	0	
		Mississippi Link	0	
		Mississippi State Univ.	0	
		Mississippi Univ. for Women	0	
		NAACP State Office	0	
		National NAACP State Office	0	
		PBS Connect	0	
		State Personnel Board Website	6	SPB Website
		Tougaloo College	0	
		Univ. of Mississippi	0	
		Univ. of Southern Mississippi	0	
		Urban League of Jackson	0	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Administrative Assistant II	11/02/09	Agency Job Posting (MPB)	0	
		Agency Website	1	
		Alcorn State Univ.	0	
		Antonelli College		
		Belhaven College	0	

		Employ. Security Comm.	0	
		Employ. Security Comm. Job Bank	0	
		Hinds Comm. College	0	
		HCC Website	0	
		Jackson State Univ.	0	
		JSU Univ. Center	0	
		MAB Website	0	
		Millsaps College	0	
		Mississippi Link	0	
		NAACP State Office	0	
		Nat'l NAACP State Off.	0	
		State Personnel Board Website	2	SPB Website
		Tougaloo College	0	
		Univ. of Mississippi	0	
		Urban League of Jackson	0	
		Virginia College	0	

Master List of Recruitment Sources					
No.	Source	Contact	E-Mail/Website	Address	Phone
1	Mississippi Public Broadcasting	Human Resources	careers@mpbonline.org	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Cindy Neal	www.mpbonline.org	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Alcorn State Univ.	Al Johnson	Careers@lorman.alcorn.edu	1000 ASU Dr. 540 Alcorn State, MS 39096-7500	601-877-6324
4	Antonelli College	Career Services	careers.jackson@antonellicollege.edu	2323 Lakeland Dr. Flowood, MS 39232	601-362-9991
5	Belhaven College	Career Services	eprice@belhaven.edu	1500 Peachtree Str. Jackson, MS 39202-1789	601-968-5969
6	<i>The Clarion-Ledger</i> - Classifieds	Beverly Brown	beverlybrown@jackson.gannett.com	P.O. Box 40 Jackson, MS 39225	601-961-7125 FAX 601-961-7166
7	Corporation for Public Broadcasting (CPB)	Jobline	http://www.cpb.org/jobline	401 Ninth Street, NW Washington, DC 20004-2129	202-879-9600

8	<i>Current</i>	Sherron Phillips	Sherron@current.org	1612 K Street, N.W. Ste 704 Washington, DC 20009	
9	Employment Security Comm.	Angela Griffin	agriffin@mdes.ms.gov rwhatley@mdes.ms.gov sjohnson@mdes.ms.gov	420 East Woodrow Wilson Jackson, MS 39216	601-321-6048
10	Employment Security Comm. (Job Bank)	Diane Bell	dbell@mdes.ms.gov	420 East Woodrow Wilson Jackson, MS 39216	601-321-6510
11	Hinds Comm. College (HCC)	Jane Moore	jljohnson@hindsgcc.edu	PMB 11278 Raymond, MS 39154-1100	601-857-3427
12	Hinds Comm. College (HCC)	Joe Johnson	www.hindsgcc.edu/jobplacement	PMB 11278 Raymond, MS 39154-1100	601-857-3609
13	Jackson State Univ. (JSU) – Career Counseling	Obra Hackett	obra.v.hackett@jsums.edu	1400 Lynch St Jackson, MS 39217	601-968-2477
14	Mississippi Assoc. of Broadcasters (MAB)	Job Bank	www.msbroadcasters.org	855 S. Pear Orchard Rd. Suite 403 Ridgeland, MS 39157	601-957-9121
15	Millsaps College – Career Center	Vicki McDonald	careercenter@millsaps.edu	1701 North State Str. Jackson, MS 39210	601-974-1215
16	Mississippi College – Career Services Center	Susan Nyberg	www.mc.edu/career/	P. O. Box 4016 Clinton, MS 39058	601-925-3901
17	<i>Mississippi Link</i> – Classified Ads	Jackie Hampton	www.mississippilink.com	P. O. Box 31238 Jackson, MS 39286	601-353-0560
18	Mississippi State Univ. – Career Services Center	Sandra O. McDonald	www.career.msstate.edu	P. O. Box P Miss. State, MS 39762-5515	662-325-3344
19	Mississippi Univ. for Women – Career Services	Theresa Ervin	www.collegecentral.com/muw/	1100 College Str. Columbus, MS 39701-5800	662-329-7349
20	NAACP State Office	Eugene Bryant	NAACPMS@bellsouth.net	1072 W. Lynch Str. Jackson, MS 39203	601-353-6906
21	National NAACP State Office	N. Bailey	nbailey@naacpnet.org	4805 Mt. Hope Dr. Baltimore, MD	410-580-5777

				21215	
22	PBS Connect	PBS Connect Forums	http://connect.pbs.org	1320 Braddock Pl Alexandria, VA 22314	773-739-5132
23	State Personnel Board	Iris Griffin	www.spb.state.ms.us	301 North Lamar Str. Jackson, MS 39201	601-359-1406
24	The Society of Broadcast Engineers (SBE)	JobsOnline	www.sbe.org	9102 N. Meridian Str. Suite 150 Indianapolis, IN 46260	317-846-9000
25	Tougaloo College – Career Planning & Placement	Tekesia McClendon	www.tougaloo.edu/	500 W. County Line Rd. Tougaloo, MS 39174	601-977-7817
26	Tulane Univ.	Susan Mickey	smickey@tulane.edu	6823 St. Charles Ave. New Orleans, LA 70118	504-865-5000
27	Jackson State Univ. (JSU) - Universities Center	Cassandra Carter	Cassandra.l.carter@jsums.edu	3825 Ridgewood Rd. Suite 32 Jackson, MS 39211	601-432-6118
28	University of Mississippi	Career Center	www.career.olemiss.edu	303 Martindale Center P. O. Box 1848 University, MS 38677-1848	662-915-7174
29	Univ. of Southern Mississippi – Career Planning & Placement	Rusty Anderson	cpp@usm.edu	Box 5014, Southern Station Hattiesburg, MS 39406	601-266-4153
30	Urban League of Greater Jackson, Inc.	Beneta D. Burt	None – mail job announcements to address listed	2310 Hwy. 80 W. Bldg. 1 Suite E Jackson, MS 39204	601-714-4600
31	Virginia College	Career Services	twatson@vc.edu	5360 I-55 North Jackson, MS 39211	601-572-3385

EMPLOYMENT OUTREACH EFFORTS

Approximately half of the positions for which outside recruitment is conducted is advertised in *The Clarion-Ledger*. This newspaper is distributed statewide and posts all job announcements on *CareerBuilder.com* and, therefore, potentially reaches the entire national workforce. However, due to budget cuts and constraints, other recruitment sources were utilized. Further, in an effort to ensure direct contact with a diversity of qualified individuals, we also forward appropriate job announcements to a number of Mississippi's Community colleges and Universities including several of the historically black universities, Alcorn State University, Jackson State University, and Tougaloo College. We also sent a third of our job announcements to the Urban League of Greater Jackson, Mississippi and the national and state offices of the NAACP. Finally, we advertised a third of our job announcements in the minority owned newspaper, *Mississippi Link*.

One of our best resources for reaching a diversity of Mississippians continues to be Mississippi Employment Security Commission. The Commission maintains at least one employment center in every county of Mississippi and serves the larger metropolitan areas through several employment centers. Additionally, most job announcements are forwarded to the Mississippi State Personnel Board which posts them in a variety of places and forms including its website, www.spb.state.ms.us.

As in recent years, this past year we were afforded the opportunity to promote from within the agency. We feel that promotions are vital to employee recruitment, retention and morale. We make sure to publicize liberally these opportunities within the agency. All inter-agency job postings are advertised through at least three separate mediums of the agency itself. First, each job announcement is posted on the agency's website. The "employment" link is located in a conspicuous spot of the home page. Second, the human resources department e-mails to all staff members every job posting. Finally, every job announcement is physically posted at various points throughout the agency's building.

The agency also has an active internship program. In 2009 and thus far in 2010, the agency has hired 11 (eleven) interns in various departments throughout the Agency, such as News and Public Affairs, Radio, Education, Production, Content, Staging and Scenic Design, and Communications. The internship program continues to serve as an effective way to reach potential employees and mentor the community's students.

We feel that our efforts to reach a variety of Mississippians are well served by these resources, which are just a few of the many resources we utilize in advertising our job announcements. Nevertheless, we continue to seek new, economically efficient resources to ensure even greater access to the diverse workforce of Mississippi and the United States.

MPB Human Resources
January 23, 2009 – January 22, 2010
Long-term recruitment initiatives

- a. **Internship Program:** The opportunity for an internship with Mississippi Authority for Educational Television is offered to all students enrolled in or recently graduated from an institution of higher learning. Occasionally, the agency will make an exception and allow individuals who are not enrolled in or graduates of an institution of higher learning. The agency has submitted internship information to all universities, junior colleges and community colleges in Mississippi for several various Internships that were available in 2009 and early 2010. Further, internship information is made available to the public via the agency's Website. The Internships available and filled in 2009/early 2010 included Internships in the areas of Education, Content, Communications, News and Public Affairs, Radio and Production. More specifically, these internship positions include radio and television production, on-air work, prop design, copywriting, communications, programming, technical assistance, various work on the set of *Between the Lions*, an archive project funded by grants and information systems. Currently, MPB has 4 (four) Interns working on-site and seven (7) others worked this past summer in various areas throughout the agency. The Interns pool included both male and female applicants coming from at least 3 (three) different nationalities. Possible positions with the agency include positions in graphic arts, on-air work, prop design, television production, and scriptwriting. Upon approval of students' respective institutions of higher learning, students may receive credit for these internships. A midterm and final evaluation has been created by MPB to forward to the Intern's respective Professor and Institution of Higher Learning.

- b. **Training program for personnel:** The training programs available to various level employees at MPB are ever-changing programs in part according to what the Mississippi State Personnel Board mandates and/or offers to state employees. These programs are designed to provide information and skill development to supervisors on the fundamentals of supervising people and programs in government and to assist them with gaining knowledge required of Supervisors and/or to reach Educational Benchmarks that the agency encourages. This training is essential to state employees' acquiring the skills

necessary to continue to qualify for higher-level positions and advancement. However, this training is an additional cost to the Human Resources Department and due to severe budget cuts, this training was cut to a minimum with only one employee having been enrolled in Mississippi's Certified Public Manager Program, a member of the National CPM Consortium.

One employee who was enrolled in Human Resources Certification Program Professional Level last report period completed the program and presented her final project to the Board and is now a graduate of this training program. This program is designed to focus on the hands-on application of the key HR technical rules, regulations, policies, procedures, and practices.

The agency also sends many employees to various conferences throughout the year but this too, was minimized this year due to budget cuts. These conferences provide professional development and networking opportunities. Staff members are also sent to formal training seminars, some of which are on-site. Lastly, the agency has encouraged and implemented various informal cross-training exercises in order to broaden the skills sets of its employees. Three half-day mandatory training sessions for MPB Staff was held on site at MPB. The speaker was a State Attorney specializing in EEOC issues, sensitivity issues and legal implications involved with each.

- c. **Participation in general outreach effort through job banks internet programs:** Each job for which outside advertising is used is placed in a number of job banks. These include: all of the major universities of Mississippi, as well as regional junior and community colleges; the Urban League of Greater Jackson; the State Chapter of the NAACP; Mississippi Association of Broadcasters; Corporation for Public Broadcasting; PBS; the Society of Broadcast Engineers and the Mississippi Employment Security Commission. Each job vacancy for which outside advertising is used is placed on a number of Internet programs most of which correspond to the above-mentioned job banks. These include: Agency/Station Website; State Personnel Board Website; *Clarion-Ledger* Website; Mississippi Employment Security Commission Website; Mississippi Association of Broadcasters Website; Corporation for Public Broadcasting

Website; PBS Connect Website; the Society of Broadcast Engineers Website, and colleges and universities career centers' Websites.

- d. **Listing of each upper-level opening in a job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities:** Each of our upper-level openings during the referenced period was listed with the Mississippi Association of Broadcasters, a media trade group. In addition, each upper-level opening was listed in *Mississippi Link*, a minority-owned newspaper in Jackson, Mississippi, the Urban League Greater Jackson, state and national NAACP, and Mississippi's historically black colleges and universities.

- e. **Co-sponsoring at least one job fair with an organization in the community whose membership includes substantial participation of women and minorities:** MPB co-sponsored a "Careers in Broadcasting" job fair on Friday, May 8, 2009 along with a host of other broadcasting entities in Jackson, Mississippi. The job fair was publicized in the *Clarion-Ledger* on Sunday, May 3, 2009. The notice specifically urged minorities and women to attend. Over 200 applicants attended. MPB also participated in a career fair at Jackson State University on Thursday, October 1, 2009.